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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

July 29, 2009

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2010-06

TO: All ISIS HR Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Statewide Vendor Product Enhancement Approvals

The Office of State Uniform Payroll (OSUP) is responsible for the administration of the rules governing state employee payroll deductions. Products that are authorized through OSUP are for all state employees and all state agencies of the executive branch of state government as defined under R.S. 36:4. An **exception** to this is higher education facilities overseen by a Governing Board. The Governing Board has the authority to approve additional products or remove any product per the boards' established policies.

Per the payroll deduction rule, enhancements to policies occur when a vendor broadens an existing, solicited policy's benefits/coverage. The existing solicited policy will be replaced by the enhanced policy and no longer be solicited. **Current policyholders may choose to keep the existing policy or convert to the enhanced policy**; however, new policyholders must purchase the enhanced policy.

The following enhancements have been approved for the May 1, 2009 deadline to be effective August 1, 2009:

1. MSofA Dent-All, **flex eligible** Dental (discount) service

Existing Policy	Enhanced Policy
DAP2 Dental/Vision/Rx/Chiro/Vitamin/Hearing Aid/24-Hr Nurse Hotline/Dr Online/Alternative Med/Family Consult	DAP31 Dental/Vision/Rx/Hearing/ Cosmetic Surgery/Teeth Whitening/Weight Loss/Massage Therapy/Healthcare Supplements

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2. National Teachers, **flex eligible** Heart policy

Existing Policy	Enhanced Policy
GRH-1003-LA	GRH-1004-LA

There will be no changes to the product descriptions or wage types in eEnrollment/ISIS HR as these are enhancements to specific policies under the existing product.

Vendors will advise employees of the enhanced policies during consultations.

Current Policyholders Enrolled in 2009-2010 Flex Plan choosing to convert:

- 1) Employees have **60 days** from August 1, 2009 effective date to convert to the enhanced policy under flex by signing the State Employee Payroll Deduction Authorization form (SED-4). After the 60 days, premiums cannot be sheltered under flex.
- 2) Employees must complete a Request for Change in Flex Plan Election document if they convert to the enhanced policy and wish to continue to have the premiums sheltered under flex. Employees should select "Significant increase in cost or curtailment of coverage" for the Qualifying Event.
- 3) Employees must send **both** of the above documents to the vendor by September 21, 2009.
- 4) The vendor will forward the signed copy of the SED-4 form and Request for Change in Flex Plan Election document to the agency payroll offices by **September 25, 2009** to be entered.

Current Policyholders Not Enrolled in 2009-2010 Flex Plan choosing to convert:

- 1) Employees can pick up the enhanced policy any time during the plan year.
- 2) No Request for Change in Flex Plan Election document is required.
- 3) The vendor will forward the SED-4's to agency payroll offices as received.

If you have any questions, please contact Angel Vernon at (225) 342-5344 or Jodi Bullock at (225) 342-5345.

APH:ACV/ral

c: Ray Harrison, OGB